

Bi-lingual Patient Care Coordinator

Are you looking for a unique opportunity to help people in our community get the medical care they need while working for an organization chosen as of the 100 Best Non-Profits to work for in Oregon for the last 3 years in a row?

If you have experience in community health work, scheduling appointments, or electronic health record systems, and are fluent in Spanish and English, Volunteers in Medicine (VIM) invites you to apply to join our team as our Patient Care Coordinator.

VIM is the only clinic in Central Oregon that cares exclusively for uninsured and underserved community members without charge. While all care at VIM is provided by volunteers, there is still a need for staff supervision and coordination to ensure that the care being received by patients is timely, appropriate, necessary, and well managed. Over half our staff are fluent in Spanish and all staff are well-trained and supportive of VIM's mission.

The Patient Care Coordinator assists with coordinating and referral functions between VIM clinical care team and our community health partners in addition to providing Spanish/ English interpretation for VIM patients while maintaining positive communication and agency/patient relations.

Desired Skills & Qualifications

Competitive candidates will be bilingual and possess at least 3 of the following:

- Professional and Friendly
- Team player with experience working with multi-cultural community members
- Self-starter who is detail-oriented with Commitment to data integrity and accuracy
- Proficient multi-tasking in a fast-paced environment
- Experience working with EHR systems – (Epic preferred but not required)
- Ability to communicate effectively by telephone, email, and in-person with fluency in Spanish and English
- Desire to continually seek greater levels of diversity, equity, and inclusion in one's work

General Description of Duties:

- Complete training to utilize VIM systems and navigate programs
- Interpret for patients during medical appointments
- Attention to detail in preparing referrals and collecting data for reporting
- Schedule and track patient referrals
- Assist patients with scheduling referral and follow up appointments with VIM medical partners

Other:

This position is full time up to 40 hours per week, regular working hours are Monday-Friday, with some evenings and /or weekend events.

Availability during clinic hours (Monday 12-6, Tuesday 2-9, Thursday 8-6, Friday 8-6) hours outside of clinic times is flexible.

Compensation:

\$21-\$26 DOE/Q

Volunteers in Medicine offers a competitive benefit package that includes 100% employer paid health, vision, dental and life insurance, health flexible spending plan, retirement with (employer match), generous PTO and 9 paid Holidays annually.

To apply:

Send a resume and cover letter outlining your interest to info@vim-cascades.org

The position is open until filled.

Volunteers in Medicine provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. VIM complies with applicable state and local laws governing non-discrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

As a healthcare provider we follow all Oregon State vaccine requirements as outlined by the Oregon Health Authority Public Health Division [Oregon Health Authority letterhead](#).